

AGENCY-WIDE

OFFICE OF RESEARCH AND DEVELOPMENT

DDS&T

200883

POSITION TITLE Secretary Steno	GRADE GS-07	POS. NO. EP41
COMPONENT/LOCATION Contracts Staff/ORD - 632 Ames Building		
JOB DESCRIPTION: <p>Serves as senior secretarial member of the Contracts Staff/ORD. The complement of this professional staff is [redacted] consisting of a Senior Secretary, GS-07; Secretary-Steno, GS-06; [redacted] Contracting Officers; an Auditor; Industrial Security Officer and Security Assistant. This staff works as a team in contracting with industry for ORD's technical requirements. Responsibilities include overall office management and procedures, supervision of secretarial personnel, document flow and control, maintenance of contractual/administrative files, coding of contracts for input to computer system, taking dictation, typing contracts and related documents. Also assists in the administration and control of Government property.</p>		
QUALIFICATIONS: <ol style="list-style-type: none">1. Candidate should have passed Agency shorthand and typing tests.2. Must be able to work efficiently under pressure.3. Availability to work some overtime when necessary.4. Initiative in identifying work that needs to be done and doing it.		
DEADLINE FOR NOMINATIONS: 30 July 1976	Accompanied by Official Personnel Folder and current biographic profile	

Applicants at lower grades (but not more than two grades below the grade of this vacancy) will be considered for this position.

TO APPLY: SEE INSTRUCTIONS IN VACANCY NOTICE BOOK IN YOUR PERSONNEL OR SUPPORT ST OFFICE. VACANCY NOTICE BOOKS ARE ALSO AVAILABLE IN THE COLLATERAL READING ROOM, 1 H 1129 HEADQUARTERS, ROOM 5 E 47 HEADQUARTERS, AND ROOM 222 AUCS BUILDING

Signed [redacted]
Office _____ Support Branch/MS/ORD
Date 16 July 1976
Phone [redacted]